Community Vendor Fire Safety Declaration

Fire Prevention Division

January 13, 2026

Intent: To provide information for, and verification from, all vendors and event organizers, in regards to fire and life safety protocols at each booth, during an event.

Check all that apply:

General Safety for Vendors

- ☐ A clear means of egress is maintained in the event of an emergency.
- ☐ All stalls/booths with heating and/or cooking appliances have at least one working, and easily accessible fire extinguisher, and secured from being knocked or falling over.
- ☐ All propane cylinders/tanks are secured to prevent tipping and kept away from direct exposure to heat sources, such as cooking/heating appliances.
- ☐ Spare propane tank(s) and fuel can(s) to be kept away from heat sources, i.e. cooking areas.
- ☐ All generators, gas appliances, and/or electrical devices have the appropriate markings to indicate compliance with the applicable safety regulations (i.e. a CSA, CAN/ULC, Intertek symbol).
- ☐ All electrical cords to be free from damage, and have applicable regulatory identification (as above).
- ☐ All appliances are to be operated according to manufacturer's operational guidelines.

Additional Safety Measures for Food Vendors

- ☐ Mobile outdoor food service units (i.e. a food truck or cart) have a current Lower Mainland Food Truck fire inspection decal.
- ☐ All cooking appliances are supported by a sturdy, non-collapsible base. Folding tables are considered a collapsible base.
- ☐ All cooking appliances have a manufacturer's required clearance from combustible material (including generators). This should be no less than 18".
- ☐ Tent/awning over food services with a heat source:
    - ☐ The tent/awning is rated and labelled per NFPA 705 or CAN/ULC S-109.
    - ☐ The tent/awning is clear of all visible grease.

General Fire Safety for Event Organizers

- ☐ There is a minimum 4m clear vehicle access for emergency response vehicles.
- ☐ There is a minimum 1m clearance around all fire hydrant and fire department connections.
- ☐ All cooking vendors are a minimum 3m away from the next vendor and combustible materials.
- ☐ Your vendors been reminded of the above safety measures a week before the event.

I declare I have read and verified all applicable items: _____ _____

Signature | Print Name

****Fire inspectors will be on site during set up. Any booth found to be in contravention with the safety measures outlined above or with the Fire Protection Bylaw may be prevented from operating until safety measures are in place or prohibited from participating in the day's event.****

New Westminster

1 East 6th Avenue
New Westminster BC
V3L 4G6

604 519 1000
fire@newwestcity.ca
newwestcity.ca